

Roll Call – LIHEAP Service Provider Meeting – September 15, 2010

Conference call-line not available at the time of meeting

Community Action Partnership of Madera County

Long Beach Community Services Development Corporation, Incorporated

Central Coast Energy Services Incorporated

Fresno County Economic Opportunities Commission

Self-Help Home Improvement Project

Community Action of Marin

RHA & Associates, Incorporated

Community Action Agency of Butte County, Incorporated

Energy Efficient Resources

Metropolitan Area Advisory Committee

Sempre Utilities

Community Enhancement Services

Maravilla Foundation

North Coast Energy Services

Amador-Tuolumne Community Action Agency

Merced County Community Action Agency

County of Nevada Community Development Agency

Community Action Partnership of Riverside County

Community Action Partnership of Orange County

Kings Community Action Organization, Incorporated

Association of California Community and Energy Services

Contra Costa County Community Services Department

Plumas County Community Development Corporation

Community Resource Project

Community Action Partnership of Kern

Project Go, Incorporated

Community Action Partnership of San Bernardino

Community Action of Ventura County, Incorporated

Spectrum Community Services, Incorporated

Alameda County Community Development

Pacific Asian Consortium in Employment

Campeños Unidos, Incorporated

San Benito County Department of Community Services and Workforce Development

Community Services and Development (CSD)

Approval of Minutes

Kathy Kifaya moved the minutes from the May 25th, 2010 LIHEAP meeting be approved and Mike Culbertson seconded.

Directors Report

Denise Arend, CSD's Acting Deputy Director discussed briefly the state's fiscal crisis and explained that CSD is unable to release the second half of the Department of Energy American Recovery and Reinvestment Act (ARRA) funding until the State budget is passed. However, this will not impact Service Providers' existing ARRA contracts since these contracts are fully executed and funds are allocated.

CSD is in the process of preparing the ARRA contract amendments. CSD will conduct a performance evaluation of each Service Provider to determine if the provider is achieving production and expenditure goals. Service Providers that have not adequately achieved performance goals may not receive their full allocation of second half of ARRA funding. CSD plans to release a Request for Application (RFA) after September 30 to solicit new providers for

areas in the state that are underperforming. CSD would prefer to stay within the network if possible.

The Department of Energy (DOE) will be at CSD the last week of September to the first part of October to verify that California has met performance expectations.

DOE ARRA Program Update

- **Energy Audit**

Richard Heath and Associates (RHA) conducted a 60 home study and obtained approval from DOE to move forward to change from NEAT audit tool to REM design for mobile home, single family, and multifamily units up to 25 units with individual water, heating and cooling systems. Units 25 or more that are master metered would use the TREAT audit. RHA will host a training the first two weeks of October to review changes to the Weatherization Installation Standards (WIS) manual and the new audit tool.

- **Production Update**

CSD announced that the Service Providers reported weatherizing 14,038 units which exceeded the September 30 production goal of 12,945.

- **SHPO Update**

CSD's IT Department is developing a web based application for providers to utilize in conducting State Historic Preservation Office (SHPO) reviews. The system will either automatically approve the project or determine if a formal review is required by a SHPO consultant. If a formal review is required, then providers will be able to upload documents for submission to SHPO consultant for final review. The formal review should not take more than a week. CSD plans to host several webinar trainings on the system. Additionally, CSD is adding a line item to the expenditure reporting system to allow providers to seek reimbursement for SHPO expenses.

- **Post Inspections**

CSD is in the processing of soliciting a new third-party inspection firm and has received initial interest from various firms. RHA will continue to perform inspections through December 31 and will provide training and job shadowing for an easy transition. CSD is also establishing their own internal quality assurance team to oversee the new third-party inspection firm as well as conduct inspections as needed.

LIHEAP Program

- **Monitoring Overview**

CSD adjusted the agenda to discuss CSD's monitoring program. CSD reviewed the standard monitoring scope for 2010 program year and explained what to expect when field representatives conduct an on-site visit. CSD emphasized the following:

- DOE mandates that on-site monitoring visits are conducted annually for the ARRA and DOE programs. LIHEAP is every other year. CSD anticipates combining the DOE, DOE ARRA and LIHEAP on-site reviews when possible to alleviate multiple visits.
- The standard monitoring scope components include reviewing compliance with board oversight, conflict of interest policy, subcontractor oversight, fiscal (validating claims and cost allocation), procurement, inventory control, performance, eligibility and client file, post-inspections, training and licensing, and ARRA job reporting.

- CSD produces a final monitoring report that identifies areas of non-compliance or concern. CSD's standard protocol is to provide the agency with the report prior to releasing to the board to allow the agency the opportunity to clarify information that is inconsistent.
- CSD acknowledged that there has been an increase in whistle blower complaints that require CSD's immediate attention. The department is mandated to inform the Office of Inspector General within 24 hours of the complaint. CSD advised the network that CSD will investigate whistle blower complaints to gather information and assess the situation. The investigation will be unique and will not follow the standard monitoring scope.
- **Weatherization Waiver**
CSD advised that the weatherization waiver has been granted.
- **2011 PY LIHEAP Funding**
CSD advised that it anticipates that the 2011 LIHEAP funding will be less than it was last year based on preliminary information from reliable sources. CSD will keep the network informed.
- **LIHEAP Contracts and Other (agenda modification)**
 - 2010 LIHEAP Amendment - CSD will evaluate the list of proposed changes provided by the network to determine if the changes will be incorporated.
 - 2011 LIHEAP Local Plans – CSD plans to release the LIHEAP local plans by October 1. The plan will be consistent with the 2010 local plan content and format.
 - LIHEAP Leveraging Report- CSD advised that the annual leveraging report should be released shortly. CSD will keep providers informed once grant guidance is received from U.S. Health and Human Services.

2010 DOE (Annual Grant) Contract

CSD is waiting for the state budget to pass to issue the 2010 DOE contract.

New Weatherization Standards Update

CSD issued the new standards to the Serve Provider network. Training on the standards will commence the week of October 4. Additional copies of the standards are available from RHA. Implementation of the new standards will commence October 15.

Weatherization Training Survey Update

CSD advised that it is imperative that everyone is trained in accordance with the contract. CSD acknowledged that there may be delays with Service Providers receiving the EPA certificates due to the backlog at Environmental Protection Agency. Service Providers can use any EPA certified trainer and it is not necessary to go through RHA.

Joint Affordable Housing Workshops

CSD commenced the Joint Affordable Housing Workshops sponsored by California Housing Partnership Corporation (CHPC), Housing and Urban Development (HUD) and CSD. The event was successful and assisted in building rapport with the affordable housing community. CSD provided an overview of CSD's mission, funding, and program services. CSD discussed several pilot projects being administered by Community Resource Project (CRP) and Community Action Partnership of Orange County (Orange) that involves weatherization services to affordable housing projects and how CSD is trying to streamline the intake process for multifamily dwellings. CSD encouraged Service Providers to attend the workshop.

ServTraq Training and System Enhancement Update-

CSD advised there is nothing new to report and any changes will go through CSD. If Service Providers have any issues, please bring them to the attention of CSD.

Solar

CSD set aside 14.9 million to perform solar installation services for LIHEAP eligible families and to install solar on about 1,000 homes and train low income workers to install solar. CSD implemented a competitive bid process and four Service Providers were awarded contracts. Projects have commenced and CSD created a solar education document to provide to families who receive solar systems. Education booklets will be posted on the website.

Leveraging Solar Water Heating Rebates with LIHEAP WX Funds

A discussion was held at the recent Energy Council meeting to leverage rebates from investor owned utilities with LIHEAP 2011 funds to cover costs. CSD plans to create a small working group from the previous solar hot water heating program to see if the program is feasible.

Association Updates

CAL/NEVA announced that they are hosting an EITC symposium, Cultural Competency training in Fresno and Sacramento, and a Fall Conference in Long Beach. They are adding a peer to peer exchange. For further information check the Cal/NEVA website. Southern California Forum announced that the City of Glendale came to a general meeting and did a presentation on smart meters. ACCES and ARNCEP did not have anything to report.

Val Martinez announced that DOE will be reevaluating the definition of health and safety and looking at specific policies in terms of heating replacement, electrical and so on. DOE is partnering with HUD and healthy homes program on this project. Val Martinez will keep the group updated on this issue

Suggestion for Topics for Next Meeting and Announcements

National Community Action Foundation Energy Conference will be held the third week in October in St. Petersburg FL. Dick McKee from Community Action of Marin presented brochures on fire resistance products.

Adjourned: 2:14pm